

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Healthcare Facility Name]  
[Facility Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a transfer to a nursing position within [specific department/unit] at [Healthcare Facility Name].

Having served as a [your current position] at [current department/unit] for [duration], I have gained valuable experience and skills that I believe align well with the needs of your team. I am particularly drawn to [mention any specific reason related to the new position/unit].

I am eager to discuss how my background and expertise can contribute to the continued excellence of patient care at [specific department/unit]. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Current Job Title]  
[Your Current Department/Unit]